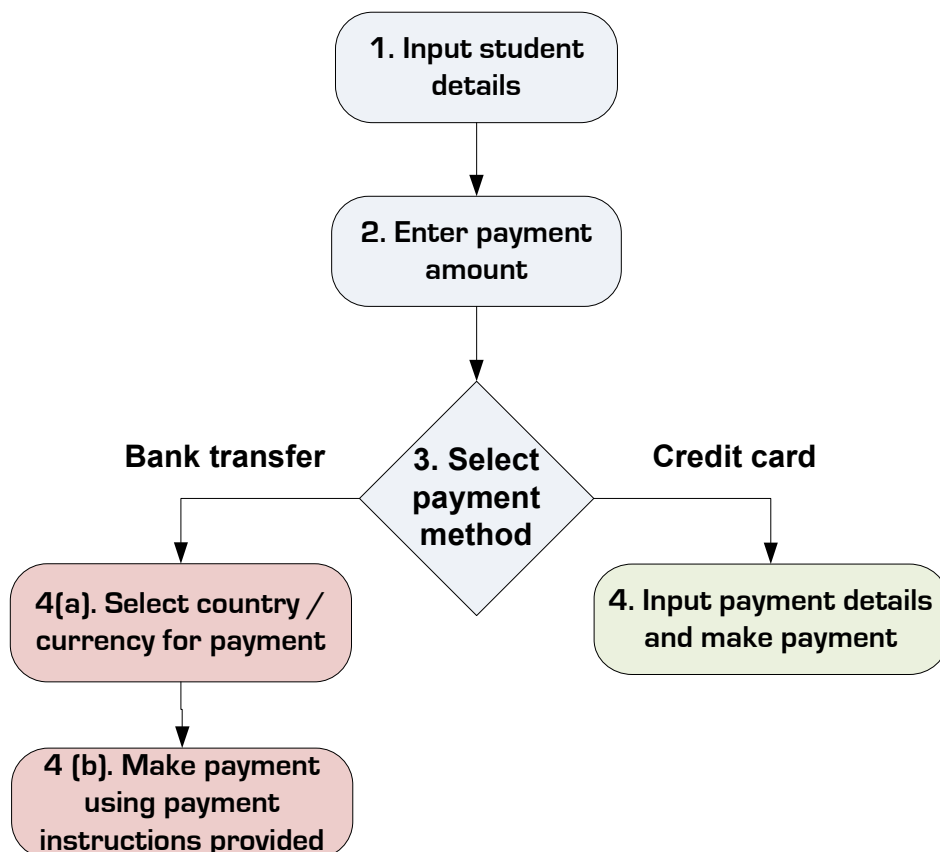


Pay 24/7 USER GUIDE:

Swinburne University of Technology

Through Travelex's Pay 24/7 payment system, payments can be made either by wire (bank transfer) or by credit card.

Please follow the following easy steps:



If you require assistance in making a payment, please contact Travelex directly on studentpayments@travelex.com.au.

1. Input student details

- i) Input your personal and student details, and the services you wish to pay for, in the fields provided. Fields marked with * are mandatory and information must be entered. See below.
- ii) Then click 'Next'.



Swinburne University of Technology

Swinburne University of Technology has partnered with Travelex, the world's largest specialist in global business payments, to provide you with a simple and low cost method of paying your tuition fees in your own currency.

Proceed as follows:

- Enter your student information below and then click NEXT
- Input the amount you wish to pay
- Choose to pay either by credit card or by Telegraphic Transfer (TT)
- If paying by credit card, you will receive confirmation of your payment online
- If paying by TT, print out the payment instructions and take them to your bank to make payment

S.A.M.S / Student ID	*		Minimum seven numbers – sample format 0012345
Given Name	*		
Family Name	*		
Date of birth	*		e.g. 20/01/1990
Email Address	*		
Address			
Telephone			Please include country code, e.g. UK telephone number is +44 xxx
Notes			
Next . . .			

2. Enter payment amount

- Enter the amount you wish to pay in the fields provided. See below.
- Then click 'Continue'.



Swinburne University

Welcome: Mark Hodgson

Date: 21 Jul 2011



Items for payment

Information

Login

> Items for payment

> Select items for payment > Totals

Please select the items for payment and enter the amount to be paid.

	Description	Payee	In favour of	Quantity	Consent	Amount (AUD)	Notes	Due date
☒	Tuition Fees Initial course payment fee	Swinburne University	Mark Hodgson	1		\$1000		

Cancel

Continue

3. Select your payment method

- Select your payment method – either by credit / debit card or by bank transfer (wire payment). Then click 'Continue'



Swinburne University

Welcome: Mark Hodgson

Date: 21 Jul 2011



Items for payment

Information

Login

> Select items for payment > Totals

Description	Amount to pay
Payments to Swinburne University	
1x Tuition Fees for Mark Hodgson	\$1,000.00
Total to pay	AUD \$1,000.00

Available payment methods:

☐ Pay by credit or debit card.

☐ Pay by bank transfer in your home currency ?

Cancel

Back

Continue

4. Payment by bank transfer (wire payment)

- i) Select 'Pay by bank transfer in your home currency'
- ii) Select, from the dropdown box, the country or currency you wish to make the payment in. Please note, we may not offer payment in your home currency due to currency restrictions, therefore you will be given the option of paying your fees in United States Dollar (USD) currency. The USD is the most highly traded currency globally.
- iii) Then click 'Continue'



Swinburne University

Welcome: Mark Hodgson

Date: 21 Jul 2011



Items for payment

Information

Login

>Select items for payment>

Totals

>Details>Conditions>Receipt

Description	Amount to pay
Payments to Swinburne University	
1x Tuition Fees for Mark Hodgson	\$1,000.00
Total to pay	AUD \$1,000.00
Total to pay in billing currency	USD 1,098.80

Available payment methods:

☐ Pay by credit or debit card.

☒ Pay by bank transfer in your home currency ?

Please select the currency or the associated country you will make your payment from.

UNITED STATES (USD)

Cancel

Back

Continue

- iv) Check box to ensure the payment instructions are sent to your email address. Input the Payer's full name, and the Bank name and Bank country from where the payment will be made. See below.
- v) Click 'Continue'

		Swinburne University Welcome: Mark Hodgson Date: 21 Jul 2011		 	
Items for payment		Information		Login	
>Select items for payment>Totals> Details >Conditions>Receipt					
Student details					
Student name	Mark Hodgson				
Payment instructions by email					
Email address	mark.hodgson@travelex.c				
☒ The bank settlement instruction can be printed out after all details have been entered and conditions accepted. By checking this box, you can also send a copy of the instructions to the email address shown here, or a different email address can be entered.					
Payer details					
Payer's full name *	Mark Hodgson				
Payer address	 				
Payer country	United States				
Payer's banking details					
Bank name *	Bank of America				
Bank country *	United States				
Payment					
Swinburne University	AUD \$1,000.00 paid as USD 1,098.80				
Cancel Back		Continue			

- vi) Check the box “yes, I have read and understood the above and wish to proceed”. See below.
vii) Click ‘Submit’

		Swinburne University Welcome: Mark Hodgson Date: 21 Jul 2011		 	
Items for payment		Information		Login	
>Select items for payment>Totals>Details> Conditions >Receipt					
Student details					
Name	Mark Hodgson				
Email confirmation					
Please note:	The payment instructions will be sent to the following email address(es): mark.hodgson@travelex.com.au				
Payer details					
Payer name	Mark Hodgson				
Payer address					
Payer country	United States				
Payment					
Swinburne University	AUD \$1,000.00 paid as USD 1,098.80				
Conditions					
Please proceed as follows: • Read and confirm your understanding of the conditions below • Print out the payment instructions • Go to your bank to make a payment to the relevant Travelex bank account as soon as possible					
Conditions • The rate is valid for 72 hours, as will be indicated on your payment instructions, by which time the currency must have been transferred to the Travelex bank account • If you have not instructed your bank within 72 hours, you are required to re-submit your request by again following the same procedure for payment • Travelex will only transfer the AUD equivalent of the amount received on the Travelex account					
☒ yes, I have read and understood the above information and wish to proceed.					
Cancel Back				Submit	

- viii) You will be presented with payment instructions (example below). Please now make the relevant payment to the bank account details given – either by going to your bank or by paying online.

	
Travelex – Education Payment Service	
The following quote is valid until: 17 July 2011 06:08 GMT.	
You cannot use the information printed on this sheet after this date and will need to go online for a new quote.	
Please print this form and do one of the following:	
1. Use the payment details below to transfer funds via your online banking service, if applicable, or,	
2. Go to <u>your bank</u> and ask for your payment to be made using the payment details below	
Please pay the following bank account:	
Swift code:	IRVTUS3N ABA NUMBER: 021000018
Bank name:	THE BANK OF NEW YORK MELLON
Beneficiary name:	Travelex Global Business Payments Inc,
Account number/IBAN:	8900690429
Amount to pay:	USD 10,911.24
Payment reference¹:	AU664271333689-AV
¹ To ensure that your funds are successfully credited to your student account, the payment reference must be included on your bank's payment instructions	
Once the funds are received they will be transmitted to Swinburne University	
Should you have any questions relating to this transfer, please contact Travelex on <u>studentpayments@travelex.com.au</u> .	
Swinburne University in partnership with Travelex Ltd. Level 12, One Margaret Street Sydney NSW 2000 Australia	

Note: from the final screen, you are able to access payment instructions in a range of languages. Click on the hyperlink as indicated below.

>Select items for payment>Totals>Details>Conditions> **Receipt**

Important! If the payment instruction didn't open in a subwindow or browser tab showing a pdf file please click [this link to open it](#) and print it out.

For Apple Mac users: Some versions of Preview, the native pdf viewer do not show or print the banking information on the pdf correctly. Please use an alternative viewer application such as Adobe Reader.

 If you have not done so already, click on the Acrobat Reader® logo for step-by-step instructions on how to download and install this free software.

Thank you for using Pay24-7.

For help on the payment process in several languages, please [click here](#) 

5. Payment by credit or debit card

- i) Select 'Pay by credit or debit card'
- ii) Then click 'Continue'



Swinburne University
Welcome: Mark Hodgson
Date: 21 Jul 2011



Items for payment **Information** Login

>Select items for payment> **Totals** >Details>Currency>Receipt

Description	Amount to pay
Payments to Swinburne University	
1x Tuition Fees for Mark Hodgson	\$1,000.00
Total to pay	AUD \$1,000.00

Available payment methods:
☒ Pay by credit or debit card.
☐ Pay by bank transfer in your home currency 

Cancel Back Continue

- iii) Enter credit card details
- iv) Then click 'Continue'

SWINBURNE

SWINBURNE UNIVERSITY OF TECHNOLOGY

Travelex

worldwide money

Swinburne University

Welcome: Mark Hodgson

Date: 21 Jul 2011

Items for payment

Information

Login

>Select items for payment>Totals> Details >Currency>Receipt

Description	Amount to pay
Total to pay	AUD \$1,000.00

Card details

Cardholder name *

Mark Hodgson

Cardholder email *

mark.hodgson@travelex.i

Card type *

Mastercard

Card number *

5200030000000004

Card security code *

...

Card expiry date *

05 2013

Please note: After clicking **Make payment** remain on this screen until you see the receipt page. Payments can take up to 60 seconds to process.

Cancel

Back

Continue

You will be given the option of locking in the local currency amount (example: US dollars) of your credit card. Choosing your home currency gives you certainty of the foreign exchange cost as the amount due will be displayed to you on your screen and this will be the exact amount you will be charged for your transaction. Please note that your University will still receive your fee payment in Australian dollars even though you may have chosen to pay in your home currency.

If you choose to make payment in Australian dollars, the exchange rate will not be determined until a later date and you may be liable for any exchange rate fluctuation between the time you accept the payment and when your transaction is processed by your card issuer. You may also be liable for any additional foreign exchange conversion charges from your card issuer.

- v) Select which currency you wish to pay in – your billing currency or Australian Dollars.
- vi) Then click 'Make Payment'



Swinburne University

Welcome: Mark Hodgson

Date: 21 Jul 2011




Items for payment

Information

Login

>Select items for payment>Totals>Details>

Currency

>Receipt

Description	Amount to pay
Deposit/Tuition Fees for Mark Hodgson	\$1,000.00
Total to pay	AUD \$1,000.00
Total to pay in billing currency at an exchange rate of 1.12638	USD \$1,126.38

☒

I choose to pay in my billing currency - USD - US Dollar
The rate shown above is the final rate and will not change. Please note that the merchant will always receive payment in Australian dollars.

☐

I choose to pay in Australian Dollars (AUD)
I accept the exchange rate will not be determined until a later date and I will be liable for any exchange rate fluctuation between now and when my transaction is processed by my card issuer. I may also be liable for additional foreign exchange conversion charges from my card issuer.

We kindly ask for your patience, as it may take a few moments to process your request. **Please do not use the Back button in your web browser.**

Note: Please review the payment details before purchasing.

Cancel Back

Make payment

vii) You will receive an online confirmation that your payment has been successful.

Note: if your payment is not successful, you will see an error message with details of the transaction failure.



SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Swinburne University
Welcome: Mark Hodgson
Date: 21 Jul 2011



Items for paymentInformationLogin

Items for payment

>Select items for payment>Totals>Details>Currency> Receipt

Electronic receipt

Your original transaction amount and original merchant currency	AUD \$1,000.00
Your name is	Mark Hodgson
Your card number is	x x x 004
Your card's expiry date is	05/13
Final transaction amount	USD \$1,042.91
With an exchange rate of	1.04291
Your transaction is:	APPROVED
The date and time is:	29 Mar 2011 04:24
Your receipt number is:	005904
Your transaction reference is	1234567

I have chosen not to use the MasterCard currency conversion process and agree that I will have no recourse against MasterCard concerning the currency conversion or its disclosure.

If you have queries about this payment, please contact the merchant

Return to home page

6. Travelex assistance

If you require assistance in making a payment, please contact Travelex directly on studentpayments@travelex.com.au or call +61 2 8585 7999 Monday to Friday (Sydney, Business Hours).